

FORM FOR RECORDS RETENTION (FILE)
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 278PAGE
NO. 1

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

SPRING GROVE STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. ACCOUNTING RECORDS

Dates: 1832 - -

Quantity: 34 drawers in office and an estimated 100 cubic feet in storage

Annual Accumulation: 6 cubic feet

File Arrangement: Chronological

Disposable Amount: 120 cubic feet (estimate)

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. The final books of entry are to be retained permanently. Specifically the supporting records are:

Comptroller of the Treasury

Form No.

E-1-S

E-1 and E-1/2

DD-1

R-2 (formerly MR-2)

Memorandum of Adjustment

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and

Deposited

Distribution of Unexpended and Obligated

Balances

Monthly Statement of Balances

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.12/5/56
Date

Archivist

DEC 18 1956

Date

Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Purchasing Bureau (Department of Budget and Procurement)

1-A 47-A 100-16 39-A and 40-A CF-2 CF-1 100/24 27-A CF-3 26-A 52 51	Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery
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Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6 Budget form Nos. 1 thru 11 PP-1-A	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Budget Estimates Fiscal Year (13 pages including farm statement) Power Plant Utility Report (monthly) Farm Report (annual) Farm Report (monthly) Food Report (monthly)
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Others

P-1 P-3 B-108 DTH-101	Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Canceled Checks Check Stubs Stock Record Card Memorandum Receipt and Property Condemnation Report Delivery Order and Receipt Bid Form Confirming Order Daily Receiving Report County Patient Maintenance Bills Inventory Work Sheets
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APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

[Signature]
SECRETARY

RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
33 DMH 164 DMH 284 CPB 103	<p>Patient's Cash Receipts Occupational Therapy Cash Receipt General Fund Cash Receipt Recreation Fund Receipts Daily Feeding Record for Employees and Patients Daily Farm Report Cashier's Report Cash Register Tapes Storeroom Receiving Report Pantry Inventory Dietary Reports Donable Food Records Priority Data Sewing Room Weekly Report Requisition for Supplies and Material (internal) Equipment - debit and credit slips (internal) Meal books Withdrawal of Patients Funds (Receipt) Payroll Maintenance Card Patients' Absence Record Card Notice of Cut-off or Changes within agency</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
2.	<p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.</u></p> <p>PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p style="text-align: center;">DEDUCTIONS</p> <p>PAYROLL EXCEPTIONS, ADDITIONS AND EXCEPTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	

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[Signature]

SCHEDULE FOR RECORDS RETENTION SCHEDULE
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6. Recommendation of Hall of Records and Board of Public Works.

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

3. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
Leave applications
Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

DEC 18 1954

J. Meluskey